



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

## INFORMATIONAL LETTER NO.1084

**DATE:** December 29, 2011

**TO:** Iowa Medicaid PACE Providers

**FROM:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

**RE:** Revised PACE Enrollment and Ongoing Review/Change Processes

**EFFECTIVE:** Immediately

Please note the following process changes that will be effective immediately for initial approval for the PACE program. These changes affect the process for PACE applicants who will be approved beginning February 1, 2012, and for all PACE applications thereafter.

### INITIAL PACE APPLICATIONS:

- The Sioux City Income Maintenance Adult Team Unit (IM PACE Team) will process all PACE applications for both Siouxland PACE and Immanuel Pathways.
- For **initial** PACE applications only, clearly mark or stamp all applications and documentation with the following: **PACE 97 CMZ3**.
- This **PACE 97 CMZ3** documentation could include; but is not limited to, releases of information, applications for Iowa Medicaid, PACE provider-specific forms and any financial documentation that the IM PACE Team may request.
- For inquiries regarding **initial** applications, the IM PACE Team may be contacted by email at: [97cmz1@dhs.state.ia.us](mailto:97cmz1@dhs.state.ia.us).

The following process changes will be effective immediately for ongoing or current PACE members that require income maintenance support and assistance.

### ONGOING/CURRENT PACE MEMBERS:

- The Sioux City Income Maintenance Adult Team Unit (IM PACE Team) will process all annual Medicaid eligibility reviews, changes in financial status; PACE nursing facility stays and other changes for both Siouxland PACE and Immanuel Pathways.
- For **ongoing**/current PACE members, clearly mark or stamp all documentation with the following: **PACE 97 CMZ2**.
- This **PACE 97 CMZ2** documentation could include; but is not limited to, Case Activity Reports, releases of information and any financial documentation that the IM PACE Team may request.
- For inquiries regarding **ongoing** applications, the IM PACE Team may be contacted by email at: [97cmz2@dhs.state.ia.us](mailto:97cmz2@dhs.state.ia.us).

**PACE MONTHLY CUTOFF DATES:**

A further review of the timing of the systems required to issue PACE provider reimbursement has been completed. In order to ensure that timely and accurate reimbursement is issued, the monthly cutoff dates for PACE providers and the IM PACE Team has been revised. The following chart identifies these date changes:

<b>2012 MONTHLY PACE ENROLLMENT CUTOFF DATES</b>			
<b>MONTH</b>	<b>DAY</b>	<b>PACE PROVIDER CUTOFF</b> <i>Answer ISIS PACE Milestone: Has Enrollment Agreement Been Signed?</i>	<b>INCOME MAINTENANCE CUTOFF</b> <i>Answer Final ISIS PACE Milestone: Approve or Deny PACE Application</i>
JANUARY	FRIDAY	1-13-12	1-20-12
FEBRUARY	FRIDAY	2-10-12	2-17-12
MARCH	TUESDAY	3-13-12	3-20-12
APRIL	THURSDAY	4-12-12	4-19-12
MAY	FRIDAY	5-11-12	5-18-12
JUNE	TUESDAY	6-12-12	6-19-12
JULY	FRIDAY	7-13-12	7-20-12
AUGUST	MONDAY	8-13-12	8-20-12
SEPTEMBER	WEDNESDAY	9-12-12	09-19-12
OCTOBER	FRIDAY	10-12-12	10-19-12
NOVEMBER	MONDAY	11-12-12	11-19-12
DECEMBER	THURSDAY	12-13-12	12-20-12